

Kentucky's 1st & ONLY
ACCREDITED ASSOCIATION MANAGEMENT COMPANY ®



September 2, 2009

Dear Liberty Woods Resident,

Over the past several months the association has been dealing with vehicles parking in unauthorized areas and several vehicles that have been abandoned on the property. In an effort to make sure all vehicles that are parked on the property actually belong to Liberty Woods Residents, the Board of Directors has adopted the following parking rules.

- Each resident will be provided **two** rear-view window hanging parking permits and **one** guest parking permit, upon request. (please make sure any guests visiting your home display the permit) (*additional temporary guest permits can be obtained by the management company upon request*)
- Each unit with a garage has two spaces (one in the garage and one on the driveway). All residents with garages must park on their driveway or in their garage and must display a parking permit.
- Each unit without a garage has two parking spaces in the parking lot and each vehicle must display a parking permit.
- No parking is permitted on the streets of Crusaders Way or Knightsbridge Lane. Vehicles parked on either street will be towed without notice at the owner's expense.
- No parking is permitted at any time in front of the dumpsters. Vehicles parked in front of the dumpsters will be towed without notice at the owner's expense.
- All other parking spaces are first come first served and should be used by **guests** only. Owners who park their own personal vehicles in the guest parking area on a continual basis will be towed.
- Vehicles parked anywhere on the property that don't display a parking permit or guest permit will be towed without notice at the owner's expense.
- **Association dues must be current to receive a parking permit.**

Beginning **January 1st, 2010**, the association will begin towing (at the owners' expense) any vehicle that does not display a parking permit or have a guest permit on the rear view mirror. This will give all owners who are delinquent in their association dues time to bring their accounts current or contract with a payment plan through the management office. If you are the **owner** of the townhome and your account is delinquent, a copy of your account history is enclosed for your convenience. If you are the **renter** of a townhome that is delinquent, you will be notified of the delinquency when you submit the parking registration form. It will be up to you to contact your owner or property management company to resolve this matter before permits are issued. Upon receipt of your registration form, your account balance will be verified and permits issued accordingly.

Time is of the essence! Please submit your form as soon as possible. If you have any questions, please do not hesitate to contact my office.

Sincerely,

Terri L. Hill, CMCA, PCAM
Association Manager for
Community Management Associates, LLC

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Lexington, KY 40509
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LIBERTY WOODS TOWNHOME ASSOCIATION VEHICLE REGISTRATION FORM

Liberty Woods Address _____

Are you the property owner? _____ Yes _____ No
 Do you reside in the unit? _____ Yes _____ No
 Do you rent the property out? _____ Yes _____ No

RENTER INFO-PLEASE PRINT

If you rent the property out or don't live in the unit please provide your tenant(s) or occupants info below because the tenants/occupants will be the ones getting the parking permits.

Renter Name(s): _____
 Renter Address: _____
 Renter Phone: (h) _____ (c) _____ (w) _____
 Lease Dates: _____ to _____

OWNER INFO- PLEASE PRINT

If you are the **owner** please fill out the following so we may update our records:

Owners Name: _____
 Owners mailing address: _____
 Phone: (h) _____ (c) _____ (w) _____
 Email address: _____

AUTOMOBILE INFORMATION FOR RESIDENT/S RESIDING AT LIBERTY WOODS

Window hanger parking permits will only be given to the people actually living in the townhome. If you are a non-resident owner you will not be given window hanger permits (only the people who live in the unit will be provided permits). Owners must provide their tenant information before permits will be issued and association dues must be current before parking permits will be issued to renters or resident owners.

	Make	Model	Color	License #
Car # 1				
Car # 2				

This section to be completed by CMA or other authorized person.

DECAL #: _____
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 Person issuing the permit: Name: _____
 Date permits mailed: _____

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